

**INSTRUCTIONS FOR COMPLETING THE VOCATIONAL APPLICATION - VT 1**

FORM VT-1                      Application to Receive Reimbursement for Transporting Pupils to  
Kentucky Vocational Schools

FRONT SIDE:                      Part (1) - Fill in all blanks except those at the bottom which will be  
completed by the Division of Pupil Transportation

REVERSE SIDE:                      Part (2) - Section I

(Column Two) - List all schools from which pupils are transported by each  
bus to a vocational school.

(Column Three) - Show the number of pupils from each school that are  
expected to be transported daily to a vocational school.

(Column Four) - Show the number of days the pupils will be transported to  
the vocational school. Total days shall not exceed 175 days per school  
year. (See 702 KAR 5:110, Section II).

(Column Five) - Show the exact mileage one-way from the school to the  
vocational school.

(Column Six) - Show the number of round trips each bus makes daily.

(Column Seven) - Show the total miles that each bus travels daily.

**SPECIAL NOTE:** If pupils from more than one school are transported to  
a vocational school on the same bus at the same time, only the total daily  
mileage that the bus travels as it services these school will be reimbursed.

(Column Eight) - List the total hours that will be spent by the driver in  
transporting the pupils to and from the vocational school. The driver's  
time shall be rounded off to the nearest quarter hour.

(Column Nine) - List the drivers normal hourly rate of pay (not to exceed  
the hourly rate paid to any other driver with the same number of years

If the driver unloads the pupils at the vocational school, then takes the bus to another location and returns to pick up the pupils when the classes are finished, the first half of the driver's time shall start when the bus leaves the parent school farthest from the vocational school and ends when the driver reaches the point where the bus is parked until time to make the bus trip to the vocational school to return the pupils to their parent school. The second half of the driver's time shall start when the bus leaves the point where the bus was parked and ends when the bus reaches the parent school farthest from the vocational school.

School buses which make multiple trips to the same vocational school, being driven by the same driver, will be entered only once on the application with the number of round trips entered in Column 6 under Part 2. Districts shall not be reimbursed for the vocational transportation from the parent school to the vocational school when the vocational school is on the same grounds or on adjacent grounds to the parent school or within one-half (1/2) mile of the parent school.

Reverse Side: Part (2) - Section II

**Transportation from Vocational School to Vocational Training Sites:**

Buses carrying students to multiple vocational training sites on the same trip should only be recorded once on the application and claim form. The mileage and driver's time will reflect all stops.

See 702 KAR 5:110 or call Karen Conway at (502) 564-3846 if additional information is needed.